

## INSTRUCTIONS FOR POINT OF CONTACT FOR CONTRACT/VENDOR

You should receive a package from the IRS Contracting Officer's Technical Representative (COTR) or designated IRS point of contact requesting that a contractor employee complete paperwork for a background investigation.

This package includes:

- Diskette containing the Source Form Automation (SFA) installation (If you have access to the IRS intranet, you have the capability to download the SFA yourself. See instructions on downloading the SFA from ABIS Website.)
- FD-258, Fingerprint card
- Form 13340, Fair Credit Reporting Acting Release
- Form I-9 (provided in case a copy can not be located by subject's employer)
- Non-Disclosure Agreement (if applicable)

The package should be provided to the contractor employee for completion.

Once the package is returned to you, ensure the package contains all the appropriate forms. The required forms are:

- SF-85P or SF-86 (Security Guards only)
- FD-258, Fingerprint card
- Form 13340, Fair Credit Reporting Acting Release
- Form I-9 (copy is acceptable – original should be on file with the subject's employer)
- DD-214 (If applicable)
- Non-Disclosure Agreement (if applicable)
- Department of Defense Industrial Security Clearance Verification Letter issued to the subject by the Department of Defense (subject should have copy if they have an active Security Clearance issued by the Department of Defense Industrial Security Office)

**ENSURE ALL THE FORMS ARE SIGNED AND DATED BY THE SUBJECT. THE SIGNATURE AND DATE MUST BE WITHIN 120 DAYS.**

Send the entire package, including the diskette with the completed SFA, to the IRS COTR or IRS designated point of contact.

**INSTRUCTIONS FOR POINT OF CONTACT FOR DOWNLOADING  
SOURCE FORM AUTOMATION (SFA) APPLICATION FROM THE ABIS  
WEBSITE**

**YOU MUST HAVE ACCESS TO THE IRS INTRANET**

- Be sure you're logged onto the LAN
- Open Internet Explorer
- Go to the ABIS website <http://abis.web.irs.gov>; this will open the National Background Investigations Center Website Home Page
- Scroll down to the bottom of the page
- Single click on "Source Form Automation"
- Insert blank formatted diskette into "A:" drive on computer (minimum storage of 1.44 mb)
- Click on "Save"
- Change drive to "A:"
- Click on "Save"
- Remove diskette from computer
- The source form should be saved on the diskette

NOTE: You do not need to be logged into ABIS to download source forms. This can be done from the ABIS Website Home Page.

IMPORTANT: Downloading the SFA from the website ensures you have the most current version.